

ARCHITECTURAL CONTROL/REVIEW COMMITTEE

HOME IMPROVEMENT REQUEST FORM

All improvements MUST be drawn to scale on a photocopy of the survey. Please indicate how the new structure or improvement relates to the existing structure, and if possible provide a side and rear view. A sketch for mailboxes and gutters is acceptable. **The original request form and one copy are required for submittal.**

THE ACC REVIEW PROCESS MAY TAKE 10-30 DAYS, DEPENDING ON THE DEED RESTRICTIONS FOR YOUR COMMUNITY. THE PROCESS CAN NOT BEGIN UNTIL THE COMPLETED APPLICATION IS RECEIVED. PLEASE CAREFULLY REVIEW THE REQUIREMENTS FOR SUBMITTAL BELOW. YOU WILL RECEIVE A WRITTEN NOTIFICATION OF THE DECISION OF THE COMMITTEE, AND NO INTERIM UPDATES WILL BE GIVEN DURING THE REVIEW PROCESS.

ASSOCIATION and/or SUBDIVISION _____

OWNER'S NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

SECTION _____ **LOT** _____ **BLOCK** _____

HOME PHONE _____ **MOBILE PHONE** _____

FAX _____ **EMAIL** _____

Please indicate the improvement(s) which you propose.

- Deck Driveway Expansion Fence Gazebo House Addition Paint Patio Patio Cover Pool/Spa
- Roof Storage Shed/Outbuilding Landscape Outdoor Kitchen Play structure/Swings/Trampoline
- Tree Removal/planting Window Replacement Other _____

Please describe improvement in more detail which you marked above and include elevation drawings, brochure or a photo (Please be Specific)

A PLAT OR SURVEY IS REQUIRED to be submitted with you request. Clearly mark the location of improvement(s) which you propose, backyard, side yard, etc. Be specific, showing to scale the property lines, building set back lines, easements, fences, sidewalks, patios, pools, distances from all sides of the improvement to property lines and pool equipment location.

Materials planned for the improvement you propose.

Lumber Type(s) _____

Brick Type(s) & Color _____

Fence Material Type(s) _____ **Completed height** _____

Paint/Stain – Manufacturer _____ **Color Number** _____ **Color Name** _____

Manufacturer _____ **Color Number** _____ **Color Name** _____

Shingles – Manufacturer _____ **Color** _____ **Warr. Yr** _____

Other _____

PLEASE include paint/stain sample. Please give particular consideration to the color of the brick when making your paint selection.

Brick Color: _____ **House Color:** _____
Current/proposed Current/proposed

Trim Color: _____ **Garage Door Color:** _____
Current/proposed Current/proposed

Dimensions of the Improvement: _____ Length _____ Width _____ Height (from ground to highest point)

Who will work on this improvement? Homeowner Contractor

If Contractor, list name and phone #:

Anticipated Start Date _____ Anticipated Completion Date _____

For any room additions and storage buildings, you must obtain a construction permit from the City and/or County within thirty (30) days of the date of approval by the Architectural Control Committee.

IN AN EFFORT TO PROVIDE AND PROTECT EACH INDIVIDUAL HOMEOWNER'S RIGHTS AND VALUES, IT IS REQUIRED THAT ANY HOMEOWNER OR GROUP OF HOMEOWNERS CONSIDERING IMPROVEMENT (EXAMPLES: EXTERIOR PAINT, PATIO COVERS, FENCES, LANDSCAPING, SIDEWALKS, DECKS, ETC.) ON THEIR DEEDED PROPERTY, SUBMIT A REQUEST FOR HOME IMPROVEMENT APPROVAL TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL BY THE HOMEOWNERS ASSOCIATION PRIOR TO INITIATING WORK ON PLANNED IMPROVEMENTS. IF ANY CHANGE IS MADE THAT HAS NOT BEEN APPROVED, THE COMMITTEE HAS THE RIGHT TO ASK THE HOMEOWNER TO REMOVE THE IMPROVEMENT FROM HIS PROPERTY. I UNDERSTAND THAT THE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE WILL ACT ON THIS REQUEST AS QUICKLY AS POSSIBLE AND CONTACT ME IN WRITING REGARDING THEIR DECISIONS. I UNDERSTAND NO INTERIM UPDATES AND STATUS WILL BE GIVEN ON MY APPLICATION. I AGREE NOT TO BEGIN PROPERTY IMPROVEMENT(S) UNTIL THE ARCHITECTURAL CONTROL COMMITTEE NOTIFIES ME OF THEIR DECISION.

Signature of Homeowner

Date

✓ **IS YOUR APPLICATION COMPLETE?**

- Described improvements, and attached elevation drawings, brochures or photos
- Attached your SURVEY showing the exact location of the proposed improvements
- Attached a sample of the paint, if painting or stain if staining
- Defined the dimensions (width - length - height) of the structure, play structure, improvements and/or fence
- Included any fee or deposit required by your community.
- Include a photo of the front of your home if required by your community.
- Signed the application

You may attach a separate sheet of additional information to assist in the process.

FOR ASSOCIATION & OFFICE USE ONLY		
Date Received:	Processed by:	DEADLINE DATE:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved Contingent upon:
Comments Or Contingencies From ACC/ARC:		
ACC/ARC Signatures:		
Date Reviewed		

- Hand Delivered _____
- E - mailed _____
- Mailed via USPS _____
- Courier _____

RETURN REQUEST FORM TO: